

Membership Balance Plan
Board of Visitors, Marine Corps University

Agency: Department of Defense (DoD)

1. Authority: The Secretary of Defense, pursuant to 10 U.S.C. § 7102(d) and in accordance with the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 C.F.R. § 102-3.50(a), established the Board of Visitors, Marine Corps University (“the Board”).
2. Mission/Function: The Board shall provide the Secretary of Defense, through the Secretary of the Navy and the Commanding General, Marine Corps Combat Development Command, independent advice and recommendations on matters pertaining to:
 - a. U.S. Marine Corps Professional Military Education;
 - b. all aspects of the academic and administrative policies of the Marine Corps University (“the University”);
 - c. higher educational standards and cost effective operations of the University; and
 - d. the operation and accreditation of the National Museum of the Marine Corps.
3. Points of View: The Board shall be composed of at least 7 members and not more than 11 members, who are eminent authorities in the fields of education, defense, management, economics, leadership, academia, national military strategy, or international affairs.

Board members shall be appointed by the Secretary of Defense or the Deputy Secretary of Defense, and their appointments will be renewed on an annual basis according to established DoD policies and procedures.

Each member, based upon his or her individual professional experience, provides his or her best judgment on the matters before the Board. Board members who are not full-time or permanent part-time Federal officers or employees will be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as special government employee (SGE) members. Board members who are full-time or permanent part-time Federal officers or employees will serve as regular government employee (RGE) members pursuant to 41 C.F.R. § 102-3.130(a). The DoD, unless otherwise required by statute or Presidential directive, does not use representative members on DoD established or supported advisory committees.

The DoD has found that viewing the complex issues facing the Department through a multidisciplinary advisory committee provides the Department and, more importantly, the American public with a broader understanding of the issues on which to base subsequent policy decisions.

4. Other Balance Factors:
 - a. No more than 50% of the Board membership shall be retired military.

Membership Balance Plan
Board of Visitors, Marine Corps University

- b. Board members, with the exception of the President of the University (who serves as a non-voting *ex-officio* member), may not be employees of the University. At least five of the members shall be professional educators with doctoral degrees.
 - c. Civilian employees, including members of the Senior Executive Service, but not political appointees, of the Department of the Navy may serve on the Board.
 - d. Regular government officers or employees who participate in DoD's decision-making process for the Board, with the exception of the President of the University (who serves as a non-voting *ex-officio* member), are prohibited from serving on the Board or its subcommittees.
5. Candidate Identification Process: DoD, in selecting potential candidates for the Board, reviews the educational and professional credentials of individuals with extensive professional experience in the field of education or in other fields of study directly related to the University's mission and goals.

Once potential candidates are identified, through nomination by the Designated Federal Officer and/or the University's President, the Secretary of the Navy reviews the credentials of each individual and narrows the list of potential candidates. During the Secretary of the Navy's review, he or she strives to achieve a balance between the educational and professional credentials of the individuals and the anticipated subject matters to be reviewed by the Board to achieve expertise in points of view to be represented and functions to be performed.

Prior to nominating the potential candidates, the list of candidates will undergo a review by the Office of the General Counsel for the Department of Defense and the Advisory Committee Management Officer to ensure compliance with Federal and DoD governance requirements, including compliance with the Board's charter and membership balance plan. Following this review, the Secretary of the Navy discusses his or her potential nominees with the Secretary of Defense or the Deputy Secretary of Defense and receives authority to proceed with the nominations.

Pursuant to DoD policy, only the Secretary or the Deputy Secretary of Defense can invite or approve the appointment of individuals to serve on DoD established or supported advisory committees and subcommittees. The Secretary of Defense or the Deputy Secretary of Defense may approve the appointment of members to the Board for a term of service of one-to-four years. No member may serve more than two consecutive terms of service without Secretary of Defense or Deputy Secretary of Defense approval. The Secretary of the Navy, as the Board's Sponsor, is authorized to administratively certify the appointment of Board members that were previously approved by the Secretary or Deputy Secretary of Defense.

Following approval or authorization to proceed with the appointment by the Secretary of Defense or the Deputy Secretary of Defense, the candidates are required to complete the necessary appointment paperwork, to include meeting ethics requirements stipulated by the

Membership Balance Plan
Board of Visitors, Marine Corps University

Office of Government Ethics for advisory committee members who are appointed as SGE members.

Membership vacancies for the Board will be filled in the same manner as described in the previous five paragraphs above.

6. Subcommittee Balance: DoD, when necessary and consistent with the Board's mission and DoD policies and procedures, may establish subcommittees, task forces, or working groups to support the Board.

The Secretary of Defense or the Deputy Secretary of Defense approves the appointment of subcommittee members for one-to-four year terms of service with annual renewals; however, no member, unless authorized by the Secretary, may serve more than two consecutive terms of service. Individuals considered for appointment to any subcommittee of the Board may come from the Board itself or from new nominees, as recommended by the Secretary of the Navy and based upon the subject matters under consideration, but they must be approved by the Secretary of Defense or the Deputy Secretary of Defense and administratively certified by the Secretary of the Navy before participating in any subcommittee work.

Subcommittee members, if not full-time or permanent part-time Federal officers or employees, shall be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as SGE members. Those individuals who are full-time or permanent part-time Federal officers or employees shall serve as RGE members pursuant to 41 C.F.R. § 102-3.130(a).

7. Other: As nominees are considered for appointment to the Board, the DoD adheres to the Office of Management and Budget's Revised Guidance on Appointment of Lobbyists to Federal Committees, Boards, and Commissions (79 FR 27482; August 13, 2014) and the rules and regulations issued by the Office of Government Ethics.
8. Date Prepared/Updated: June 13, 2015